

SC PROCUREMENT

CERTIFICATE PROGRAM

PURPOSE: This program establishes 3 certificate levels for procurement officers. The training requirements consist of MMO and NIGP courses which are specifically grouped to certify basic (Level I), intermediate (Level II), and advanced (Level III) skill levels. Additionally, there are several other courses referenced, which are intended to enhance the required core courses. The combination of the State Certificate and NIGP Certification Programs will provide a means to identify a procurement officer's level of professional development. It will also help prepare individuals for the CPPB and/or CPPO Certification exams. Coursework will also be considered for contact hours for the Universal Public Procurement Certification Council's CPPB and CPPO Certifications.

PARTICIPATION: Personnel from all public entities will be eligible to participate in the certification program. All procurement officers within MMO are required to participate. All other governmental procurement officers participate on a voluntary basis. All state agencies are strongly urged to participate. Staff proficiency in procurement is considered when agencies seek additional procurement authority through MMO Audit and Certification.

TESTING: There is no testing requirement for state certificates at the current time. The MMO courses only require the successful completion of the entire course for course credit. If an attendee leaves early they will not be issued a certificate for course attendance. To receive State Certificates, applicants need to document completion of the entire required course work.

CERTIFICATES: Levels I through III will be issued in numerical order. Applicants must have completed Level I requirements to be eligible for a Level II certificate. Requirements for Levels I and II must be completed to be eligible for a Level III certificate. Multiple levels may be applied for at the same time as long as no level lower than the highest level requested in the application is incomplete. A separate processing fee must be attached for each Level.

A "Certificate Application" can be found in Attachment #1. Documentation of training completion for each course is to be attached to the application. Copies of the official State or NIGP Course Certificates are sufficient documentation. Applicants are responsible to obtain and attach all documentation. A payment of \$25 (processing fee) is to be included for each level completed and attached to each application.

RECERTIFICATION: At present, there is no recertification requirement associated with the State program. Once someone has obtained a State certificate, it remains valid throughout the rest of their career or until the program is changed, whichever comes first. **This program does not alter NIGP recertification requirements.**

REGISTRATION: Personnel can register for courses via the internet by accessing the Division of Procurement Services MMO web site. Registrations and confirmations are completed electronically.

PAYMENTS: The confirmation will serve as the invoice from which an organization's / Agency's Finance Department can generate payment. The check is to be made payable to Materials Management Office. Please notate on the check or attached invoice that the payment is for so it can be applied to the correct individual(s).

The remittance address is:

Materials Management Office
1201 Main Street, Suite 600
Columbia, SC 29201

NOTE: *Organizations / Agencies are to enclose a copy of the confirmations(s) along with the check when remitting payment. No individual course nor level certificates will be issued until payment is received for all MMO courses taken!*

CANCELLATIONS: Agencies will receive a full credit toward the attendance of another MMO training course as long as they notify MMO (in writing, via email, or telephone) more than 24 hours in advance of the start time of the individual who will be cancelling their course registration. **No credit will be given for cancellations received less than 24 hours in advance.** As a general rule, refunds will not be issued. Registrants will be allowed to participate in the next class that is offered or use the credit to take any other course that has not been taken. The Materials Management Officer may, under **extreme** circumstances, authorize the issuance of a refund.

PARKING: *Parking fees are included in the course fee.* Attendees will be given a parking pass for the City of Columbia Parking Garage that is on the corner of Assembly and Lady Streets. Attendees are discouraged from parking at meters that must be fed during the day. Meter parking will not be reimbursed.

COMMUNICATIONS DEVICES: Cell phones, pager, radios, iPads, Tablets, Computers, Smart Phones, and other type communications devices are to be turned off or put in silent alert mode while the course is in session. No attendee is to take a call while in the classroom unless it is an emergency. Please convey this information to your office when preparing to attend a course. Instructors will generally give breaks every 60-90 minutes that are 10-15 minutes in duration. Attendees may communicate as necessary during these breaks.

CURRICULUM

LEVEL I (required):

Introduction to Public Procurement - NIGP - 3 days

**S.C. Procurement Code in a Nutshell – MMO – ½ day

**MMO Business Practices – MMO – ½ day

SC Standard Terms and Conditions for Contracts - MMO - 1 day (not required until 2005)

Ethics in Public Procurement – MMO - ½ day **OR** NIGP's 1 day Ethics: A Survival Kit for Public Procurement

** S.C. Procurement Code in a Nutshell and MMO Business Practices are both ½ day courses and will be offered on the same days (1 in the morning and the other in the afternoon) to minimize travel cost for attendees and coordination of facilities for staff. Since some attendees may only need 1 course, separate registration and billing is required for each.

LEVEL II (required):

*Contract Administration - NIGP - 3 days

Sourcing in the Public Sector - NIGP - 3 days

Specification Writing – NIGP – 1 day **on line course**

Contract Administration – MMO – 1 day

S.C. Legal Aspects of Procurement – MMO – 1 day

S.C. RFP Process – MMO – 1 day

LEVEL III (required - minimum of 6 days of course work):

The Fundamentals of Leadership and Management - NIGP - 2 days

AND any **1** of the following NIGP 3 day courses **PLUS 1** 1 day course

3 day courses:

*Developing and Managing Requests for Proposals – 3 day course

*Legal Aspects of Public Procurement – 3 day course

*Strategic Procurement Planning in the Public Sector – 3 day course

1 day courses:

Adding Value to the Procurement Process

Effective Management of Construction Contracts

Ethics: A Survival Kit for Public Procurement

Managing Your End -Users And Suppliers: It's All About Relationships

Marketing 101 for the Procurement Professional

Principles and Techniques of Problem Solving

Protests and Disputes: What is a Buyer to Do?

World Class Procurement Practices

OR any **2** of the following 2 day NIGP courses in the Advanced Leap Specialties:

Alternative Dispute Resolution

Capital Acquisitions

Change Management for Procurement Professionals

Contracting for Construction Services

*Contracting for Public Sector Services

CPPB Prep

CPPO Prep

Customer Service: The Key to Success in Public Procurement

Effective Contract Writing

*Fundamentals of Leadership and Management

Get What you need through Successful Negotiations

Logistics and Transportation

Performance Based Request for Proposals

Presentation Skills for Procurement Officials

Procurement Under Federal Programs and Grants

Project Management for Workgroups

Risk Management in Public Contracting

Warehousing and Inventory Control

***All courses makred with an (*) can be taken as on-line courses through NIGP.**

Additional Courses of Interest but not required:

These courses are offered as on-line courses through NIGP and will be helpful in preparing you for the CPPB or CPPO Certifications.

*Basics of Business Math

*Contracting for Public Sector Services

*Fundamentals of Business Management

*How to Process & Evaluate Bids

*Leading High Performance Teams

*Negotiating Skills

*Online CPPB Assessment

*Online CPPO Assessment

Online CPPB Prep Course

Online CPPO Prep Course

*Project Management

**MATERIALS MANAGEMENT CERTIFICATE PROGRAMS
APPLICATION**

Name (as it is to appear on certificates):

Organization/Agency Name:

Phone: _____ **Fax:** _____

E-Mail Address: _____

Mailing Address:

Certificate Type and Level Requested:

Certificate Level Already Achieved and Date of Issue:

Coursework Completed (list name and date completed for each course completion document attached to application):

Course Names

Date Completed

NOTE: A copy of MMO or NIGP Certificate of Completion is the only acceptable form of documentation. It is the responsibility of the candidate to keep a file with all certificates received, to attach a copy, and deliver along with the application to MMO. Applications will be returned for missing or alternate forms of documentation. If applying for multiple certificate levels, use a continuation sheet (as needed) to list "Course Names" and "Date Completed".

Applicants Signature: _____ **Date of Application:** _____

TO BE COMPLETED BY MMO:

Certificate Level Approved: _____ **Date of Approval:** _____

Approving Authority Signature: _____ **Title:** _____

Mail or Deliver Applications to: MMO – Certificate Program Coordinator, 1201 Main Street, Suite 600, Columbia, SC 29201 with \$25 application fee for each level certificate applying for in this application.